

## JOB OFFER

Lleida Biomedical Research Institute is recruiting a:

- Administrative Technician for the Accounting and Finance Department -

### The Institute

The Biomedical Research Institute of Lleida Fundació Dr. Pifarré (IRBLleida) was established with the aim of creating synergies between basic, clinical and epidemiological research, making biomedical research a key driver to improve current clinical practice. IRBLleida covers a chain of translational research, from basic research, aimed at understanding the physiological and pathological mechanisms of the human body, to research that studies the behavior of diseases in large population groups.

The Biomedical Research Institute of Lleida ([IRBLleida](#)) was founded in 2004 through a cooperation agreement between the University of Lleida (UdL) and the Catalan Healthcare system. IRBLleida integrates research groups of the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups from:

1. The Catalan Health Institute ([ICS](#)) both at the hospital level (Arnau de Vilanova University Hospital - [HUAV](#)) and the primary healthcare of [Lleida](#) and the [Alt Pirineu-Aran Health Region](#),
2. The healthcare provider [Gestió de Serveis Sanitaris \(GSS; Santa María University Hospital - HUSM, Pallars Regional Hospital](#) and [Mental Health](#), among others).

IRBLleida has been a CERCA institute since 2013, and as such is organized according to a model of good governance and operation that ensures efficiency, management flexibility, talent recruitment and promotion, strategic planning and executive capacity. It is also one of the 34 Spanish Health Research Institute ([IIS](#)) recognized by the [Carlos III Health Institute](#) and the Government of the Generalitat, as established by Law 16/2003, of 28 May, on the cohesion and quality of the national health system.

In December 2014, the Lleida Biomedical Research Institute's received the '[HR Excellence in Research](#)' logo from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct](#) for the Recruitment of Researchers (Charter

and Code).

Please, [check out our Recruitment Policy](#)

**Professional profile of the person hired:**

- Administrative Technician

**Requirements (excluding applications that do not complete this section):**

- Degree in Business Administration and Management and/or Diploma in Business Studies or related subjects

These requirements must be met at the beginning of participation in the program.

**Context and tasks to be developed:**

The successful candidate will perform the following tasks for the Accounting Department of the Management Office:

- Accounting of invoices, payments and receipts.
- General accounting of the Institution (Grants, Donations, Agreements, Contracts, Trials, etc).
- Monitoring and control of fixed assets
- Supporting the accounting and finance manager in the monthly closing of accounts
- Preparation of payments and registration of bank movements
- Carrying out bank reconciliation with all entities
- Preparation of tax settlements (VAT, IRPF, 349 and annual)
- Processing of notifications received from Public Administrations
- Invoicing issued for scientific-technical services
- Claiming late payment from clients
- Support in the follow-up and claiming of invoices pending receipt and other documentation.
- Support in the control and monitoring of agreements
- Support to researchers in accounting matters
- Support to the head of accounting and finance in carrying out the accounting audit
- Support to the Head of Accounting and Finance in the preparation of the Institute's annual accounts.

- Support to the Quality Manager
- Resolving incidents and implementing improvements to the accounting system.
- Other administrative and managerial tasks inherent to the job position

#### **Desirable but not required/ Nice to have**

- Postgraduate degree in Accounting and Finance or similar
- Experience in administrative and accounting tasks
- Work experience in project management, grants, donations and research grants.
- Work experience in the field of tax management and auditing.
- Office automation: User of the office package (high level of Excel) with Windows environment.
- English: First Certificate and/or certificate Level B2 Escuela Oficial de Idiomas (Official School of Languages)
- Person with initiative, committed, used to working in a team and under pressure.
- Able to analyse, learn and adapt to changes.
- Responsible, organised, planned and methodical person.
- Ease of learning and resolving incidents in the use of software.

#### **The Offer – Working Conditions**

- Type of contract: Indefinite with 6 months probationary period.
- Scheduled start date: Immediate
- Working hours: Full time of 37.5 hours per week.
- Remuneration: To be determined, in accordance with the category indicated in our salary tables, according to experience and value of the person selected.

We provide a highly stimulating environment with state-of-the-art infrastructures. To check out our training and development portfolio, please visit our website in the [training section](#).

We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

The IRBLeida is committed to reconcile a work and family life of its employees and are offering the possibility to benefit from flexible working hours. In addition, as a result of different company agreements, the following improvements are recognized:

- Paid leave to go to the doctor for personal health reasons.
- Paid leave to accompany a first-degree relative under 18 years of age, over 70 years of age or with first-degree disability to the doctor.
- Public holidays falling on a Saturday or Sunday are moved to the Monday immediately following or the Friday immediately preceding.
- A special 6-hour working day is established on Holy Thursday, April 23, June 23, December 24, December 31 and January 5.

#### Documents and application deadline:

All applications must include:

- A motivation letter.
- Full curriculum vitae.
- The deadline for submission will end on 7 March 2023 at 14.00 hours.

Those interested can apply for the offer by filling in the form (<https://www.irbllleida.org/ca/job-application/>) and sending your CV and a cover letter, indicating the name of the offer for which you are applying and the reference 007 -23.

Selection process schedule for reference 007-23	
Minimum 15 days	Publication and dissemination of the job offer: IRBLeida website, "Empléate" portal, social networks, other employment websites depending on the vacancy offered.
Next 2 working days	Transfer of the CVs to the Selection Committee
Next 5 working days	Meeting of the Selection Committee: <ul style="list-style-type: none"><li>- Interview of the pre-selected candidates</li><li>- Evaluation of the candidates and meeting minutes certifying the candidate awarded with the position</li></ul>

Next 5 working days	Completion of the paperwork required to formalize the employment contract
Immediate	Approximate contract starting date
<b>Express selection process</b>	
<p>When an employee must be replaced urgently, for instance, to cover a sick leave, scientific reasons justifying the incorporation on a specific day, specification in a resolution, etc., an express selection process could be undertaken.</p> <p>This selection process will follow the same procedure as the ordinary one, but the duration of several steps will be reduced, <i>i.e.</i> publication of the job offer, submission of applications, evaluation and selection process.</p> <p><b>In this case, due to the need to immediately fill the position that has become vacant in the accounting department, the express selection process will be followed.</b></p>	

The contract will be in accordance with the provisions of **article 15 of Royal Legislative Decree 1/1995, of 24 March**, approving the text of the Workers' Statute Act, in accordance with the provisions of **article 2 of Royal Decree 2720/98, of 18 December (B.O.E. of 8 January 1999)**, **Law 12/2001, of 9 July (B.O.E. of 10 July)** and concordant provisions.

The principle of equality between men and women is taken into account, in accordance with Organic Law 3/2007, of 22 March, for the effective equality of women and men. IRBLeida has an [Equal Opportunities Plan for men and women](#) and a [Protocol for the prevention and eradication of sexual harassment](#).

The principle to equal opportunities and treatment, as well as the real and effective exercise of rights by people with disabilities on equal terms with other citizens, through the promotion of personal autonomy, universal accessibility, access to employment, inclusion in the community and independent living and the eradication of any form of discrimination, in accordance with **articles 9.2, 10, 14 and 49 of the Spanish Constitution** and the International Convention on the Rights of Persons with Disabilities and the international treaties and agreements ratified by Spain, in accordance with the provisions of **Royal Legislative Decree 1/2013, of 29 November**.

**L'IRBLeida es compromet amb els principis de reclutament i transparència basats en mèrits (OTM-R) d'acord amb els requisits de segell HRS4R**

## ANNEX I: SELECTION COMMITTEE

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### PRESIDENT

- IRBLeida Scientific director
  - Dr. Diego Arango

### CHAIRS

- Manager IRBLeida
  - Sra. Eva López

### SECRETARY

- IRBLeida HR manager
  - Ms. Elena Moscatel

## ANNEX II: SCALE OF MERITS

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### a) Academic curriculum and complementary training - 40 points

Valued:

- Postgraduate degree in Accounting and Finance or similar 10 points
- Office automation: User of office suite (high level of Excel) with Windows environment (people who pass the first phase will have to take a test to assess the level of Excel). 20 points
- English: First Certificate and/or certificate Level B2 Escuela Oficial de Idiomas (Official School of Languages) 10 points

### b) Certified professional experience - 40 points

Valued:

- Experience in administrative and accounting tasks 10 points
- Work experience in project management, grants, donations and research grants. 15 points
- Work experience in the field of tax consultancy and audits 15 points

### c) Competence test or interview - 20 points

**Any application that does not obtain a score of more than 50 points will not be considered.**

## Information clause on the processing of personal data

**Responsible party:** Institut de Recerca Biomèdica de Lleida Fundació Dr. Pifarré (IRBLleida).

**Purpose:** Management of job offers.

**Legitimation:** The legal basis of the processing is the carrying out of a selection process to fill a job vacancy.

**Addressees:** The data will not be transferred to third parties, except in the legal obligations established by law.

**Rights:** Access, rectification and deletion of data, as well as other rights, as explained in the additional information.

**Additional information:** You can consult additional and detailed information on Data Protection on our website <http://www.irblleida.org/en/legal-notice/>.

The data provided by applicants will be incorporated into the processing system owned by IRBLleida in order to manage and resolve the selection process, and will be processed in a lawful, fair, transparent, adequate, relevant, limited, accurate and up-to-date manner, in compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and Organic Law 3/2018, of 5 December (LOPDGDD). The legal basis for the processing of data is the fulfilment of a legal obligation on the part of the controller reinforced with the consent of the data subject.

This data must be kept for the period of time strictly necessary to fulfil the aforementioned purpose, respecting in all cases the period determined by these rules and regulations governing the call for applications and the applicable archiving regulations.

The IRBLleida must communicate the data of the beneficiaries of the contracts to the Agency for the Management of University and Research Grants so that it can exercise its powers of management control as an entity attached to this Department.

Certain data may also be communicated to third parties in the public or private sphere, either because the intervention of these entities in the course of the aid management process may be necessary because it is correctly resolved, or because it is provided for in a regulation with the status of law.

As long as the interested party does not communicate otherwise, it will be understood that their details have not been modified and that they undertake to notify the IRBLleida of any variation.



Applicants and contracted persons may exercise their rights of access, rectification, limitation of processing, suppression, opposition to the processing of their data or exercise their right to portability by writing to IRBLleida (Avda. Rovira Roure, 80, 25198 Lleida), to the e-mail address [protecciodedades@irbllleida.cat](mailto:protecciodedades@irbllleida.cat) or to the IRBLleida's Data Protection Delegate, [dpd@ticsalutsocial.cat](mailto:dpd@ticsalutsocial.cat). You must attach a photocopy of your ID card or sign the e-mail with a recognised electronic signature. In the event of disagreement with the processing, you also have the right to lodge a complaint with the Catalan Data Protection Authority.